



ACAC Grants Committee

Date: August 14, 2023

Time: 7:30 p.m.

Location: Town Hall Annex, first floor meeting room

Attendance (p=present, x=absent)

Kristin Bedard	x	Nancy Gray	p
Todd Brunel	x	Brian McMurray	p
Andrew Conway	p		

MINUTES

Administrative items

1. Vote on approval of past meeting minutes:
 - a. 6/12/2023. Moved by Andrew. Seconded by Nancy. Unanimously accepted.

Committee officer updates

2. Treasurer update
 - a. No Updates.
3. Secretary update
 - a. Continuing work toward a plan/proposal for a grantee reception. Tentatively considering October.
4. Publicity update
 - a. More activity and posting on Facebook account has been well received community.
5. ACAC Liaison update
 - a. Town Day is coming up on Saturday September 23rd (10:30-4:30)
 - b. We have an opportunity to connect with more potential grantees, potentially by advertising “free money for artists” or “funding available for Arlington Artists!” something of that sort
 - c. Brian can connect volunteers with organizers

Grant cycle discussion

6. 2022 grant cycle discussion, including vote on final reports if applicable
 - a. [ACAC Portraits of Black Arlington](#)
 - i. Moved to accept by Andrew. Brian seconds. Unanimous, one abstention.
 - b. [Friends of Magnolia Park](#)
 - i. Moved to accept by Andrew. Brian seconds. Unanimous, one abstention.

7. 2023 grant cycle discussion, including:

- a. Final reports received
 - i. [World Music Concert Series](#)
 1. Moved to accept by Andrew. Brian seconds. Unanimous acceptance.
- b. Updates about grantee projects
- c. Vote on project changes/extensions, if applicable
 - i. Crankie Musical Storytelling, extension to April or May 2024 due to delays in construction of the crankie.
 1. Moved to accept extension by Brian. Nancy seconds. Unanimous vote to allow an extension to April or May 2024; Andrew communicated approval to Grantee

8. 2024 grant cycle discussion, including:

- a. Review of upcoming important grant cycle dates
- b. 2024 Grant priorities review and finalization
 - i. Council Priorities:

The Grants Committee of the Arlington Commission for Arts and Culture is focused on supporting arts, humanities, or science programming with a public benefit for Arlington residents. We will give priority to projects which include one or more of these components:

- The activity is open to the broadest possible range of Arlington residents.
- Arlington-based artists or cultural organizations are leaders of the project.
- The project is planned in collaboration with other Arlington-based groups, agencies, organizations, and businesses.
- Under-utilized or non-traditional venues are activated.
- Outreach includes minority populations.
- The project elevates the voices and experiences of historically marginalized groups.
- The application demonstrates other sources of financial support or matching funds.

Andrew moved to accept. Nancy seconded. Unanimous approval.

ii. Council Guidelines:

The Grants Committee of the Arlington Commission for Arts and Culture offers grants annually that typically range from \$150 to \$1500 to fund arts, humanities and sciences programs benefiting the community of Arlington. Organizations, agencies, schools, non-profits, libraries and individuals may apply for grants that support activities in culture, humanities, arts, and sciences

benefiting the Arlington community. All applicants must reside or be located in Massachusetts.

An Arts and Culture grant can be used for many purposes in Arlington, such as:

- Using music or art to bring people together, particularly historically marginalized groups
- Activating, elevating, or engaging youth through open mic nights, poetry readings, or storytelling events
- Creating an experiential program that brings interpretive science or history to life for a diverse audience
- Completing a public art installation, a musical composition, or theatrical performance
- Creating or enhancing an arts program addressing systemic racism, social or environmental justice, or cultural inclusion
- Supporting visual or musical artists whose work defies categorization and is experimental in nature

What are the grant requirements?

- The program must involve the arts, humanities or science.
- The program must have a public benefit for Arlington residents.
- The proposed project cannot discriminate on the basis of age, ability, ethnicity, race, religion, sexual orientation, gender identity or expression, nationality, geographic origin; or immigration, military or socio-economic status.
- Approved projects must take place between January 1, **2024** and be completed by December 31, **2024**.

What makes a good application?

Each year the Grants Committee typically receives grant requests totaling about twice the funds we have available. Therefore we look for proposals that are thoroughly prepared:

- Identify the Arlington location where the event(s) will take place and include confirmations from the venue host.
- Provide dates and times, including duration of program.
- Budget: Include all costs and in-kind donations (i.e. free use of space or donated services) in your budget statement. Include all expenses including space rental, project supplies, marketing and fees.
- If permits (e.g., permission from the Town to utilize a public park) are needed for your proposal please identify where you are in the permitting process. While applicants do not need to acquire permits for the application submission, it is highly recommended to begin the planning process.
- If outreach and/or collaboration (e.g., working with a school system) is needed for your proposal, please identify what has been done and cite any related agreements.

- Is succinct and clear, and includes up to three printable pages of supplemental information in PDF format, per MCC guidelines.

Andrew moved to accept as updated. Nancy seconded. Unanimous approval.

- iii. Brian will update and submit our 2024 priorities and guidelines in SmartSimple.
- c. ACAC participation at Town Day
 - i. Volunteers sought. Let Brian know if you are available and he will connect you with ACAC organizers.
 - ii. Andrew will create updated 2024 information sheets for the event and a “funding available” sign for booth.
- d. Grant workshop
 - i. By email update, Kristin proposes that we create a recorded version of the workshop to be able to deliver asynchronous/on-demand to any interested party and forgo a live Zoom meeting this year.
 - ii. Andrew suggests we might use our council Google account to create a YouTube channel to post the video.
 - iii. Andrew will coordinate with Krisin.

Other business

- 9. Committee logo design
 - a. Tabled until a future meeting
- 10. New business
 - a. A request/reminder to think about and work on Committee onboarding materials

The meeting was adjourned at 8:49pm. Nancy moved, Andrew seconded, Unanimous approval.

Submitted by Brian McMurray, Chair